

FOIA Sample Letter Request

Freedom of Information Act (FOIA) Office
CPSG/MSSG
230 Hall Blvd, Ste 131
San Antonio TX 78243-7081

Dear FOIA Manager,

In accordance with the Freedom of Information Act (FOIA), I request (identify the documents or information as specifically as possible).

I am willing to pay required fees incurred in providing this information.

(Optional: I am willing to pay required fees for this information up to a maximum of \$ _____. If fees exceed this amount, please obtain payment approval prior to incurring the debt or providing the information.)

If you have any questions regarding this request, please contact (point of contact, address, telephone number, etc.)

Sincerely

(PRINTED NAME AND SIGNATURE)

Optional: In your request, you might want to state that you are willing to accept releasable information. This will prevent your request from being denied in case there is information contained in the records you are requesting that is not releasable.